

Minutes of the Organizational meeting of the Town Board of the Town of Durham held January 5, 2010 at the Town Building in Oak Hill, NY.

Present:
Gary Hulbert - Supervisor
Linda Sutton – Councilperson
Jerry Cunningham – Councilperson
William Carr – Councilperson
Jodi Wood – Councilperson

Secretary: **Chris Kohrs – Town Clerk**

Others Present:
Wes Moore – Highway Superintendent
David Cunningham-Building Inspector
Larry Cooke – Code Enforcement Officer
Alan Beechert – Deputy Highway Super.
Thomas Sutton – Police Sgt.

Supervisor Hulbert called the meeting to order at 7:31 P.M. Sixteen people were present.

Councilman Carr offered the following resolution and moved its adoption:

RESOLUTION 2010-01 DATED January 5, 2010

Organizational Resolution

BE IT RESOLVED by the Town Board of the Town of Durham as follows:

That the Town procures a blanket bond covering all officers, clerks, and employees of the Town,

That the Town Supervisor is authorized to appoint a bookkeeper for the Town,

Mileage Policy

Mileage will be reimbursed at a per mile rate if the duties require travel more than 10 miles from the employees' official work site or place of residence as established by the Town Board. A written statement detailing odometer readings and destination to and from must be provided with a voucher. The following positions are exempt from the 10-mile limit if a town vehicle is not available: Building Inspector, Code Enforcement, Data Collection and Dog Control Officer. The Town Board set the mileage rate at **45 cents per mile**,

Travel and Lodging Policy

If the duties require travel, the employee must obtain authorization for such travel in advance from the Town Board. Only one multi-day training or seminar will be paid per year. Every effort should be made to attend training classes or seminars closest to the employees' official work site or place of residence,

Travel between residence and official work site is not reimbursable,

Receipts must be obtained for all services paid in cash (e.g., taxi, train or bus charges); they are required for all payments, and they must be attached to the travel voucher. Meals and lodging will not be reimbursed for any employee while within 35 miles of the employees' official work site or place of residence. A meal allowance of \$35.00 a day (\$10.00 breakfast/\$25.00 dinner) will be allowed for overnight travel. Expenses for meals are reimbursable with the following schedule:

Breakfast: A breakfast reimbursement is allowed if departure occurs at least one (1) hour prior to the traveler's normal work starting time.
Dinner: A dinner reimbursement is allowed if the traveler returns at least two (2) hours after his or her normal work ending time.

Lunch: No reimbursement for lunch is allowed.

Original lodging receipts are required as evidence of an overnight stay. If more than one lodging accommodation is offered, the lowest rate will be paid.

Memberships

One State and one County Membership may be joined yearly for each Department. All other memberships must be approved by the Town Board each year.

All vouchers received for reimbursement of expenses must have receipts attached.

Sales tax is not reimbursable due to our tax-exempt status.

That the regular **Town Board meetings** throughout 2010 will be held at **7:30 P.M.** on the **first Tuesday** (work session and subdivisions) and **third Tuesday** (Regular Session) each month at the Town Building in Oak Hill,

That the **Catskill Daily Mail** and the **Greenville Press** be the **official newspapers** of the Town,

That **The Bank of Greene County** and **The National Bank of Coxsackie** be designated for **deposit of Town funds**, and authorized for direct deposit of payroll pursuant to Town direction, on direction of respective employees (Banking Law, 96-b; General Municipal Law 93-d; Town Law 29 (3)),

That the **Highway Superintendent** is **authorized to purchase** equipment tools and implements **not to exceed \$2000.00**, and on the recommendation of the Highway Superintendent, **Cindy Moore** is appointed **Clerk to the Highway Superintendent**,

That the Town participate in the purchase of materials, equipment, supplies, etc. bid and contracted for by Greene County, subject to the rules adopted by the County pursuant to Section 408 -A of the County Law, the Highway Superintendent is also authorized to

purchase materials, equipment, supplies, etc. bid and contracted for by other towns or counties if it is to the advantage of the Town of Durham,

That since the State is contracting for certain highway materials, equipment and supplies; that the Town of Durham Highway Superintendent is authorized to participate in such purchases during the year 2010,

That in lieu of the annual financial report to be filed by January 30th, the Supervisor shall submit to the Town Clerk a copy of his report to the State Comptroller within 60 days after the close of the fiscal year,

That any item exceeding \$200.00 in cost to be purchased by the Town Justices and Building & Code Enforcement Department be approved in advance by the Town Board,

That the Town Board **authorizes the Clerk/Collector to hire one deputy** to work no longer than a total of **25 hours per week.**

That **Tal Rappleyea** be appointed **Attorney for the Town** at \$85.00/hour,

That the annual salaries of all elective and appointive officers and the rates of hourly employees, including overtime and regular pay be established as follows:

Employee salaries 2010		Salary		Pay Frequency
	Position			
Councilperson		\$ 4,215.00	per year	Monthly
Court	Justices	\$ 9,312.00	"	"
	Clerk 1	\$14,450.00	"	"
Supervisor	Supervisor	\$11,260.00	per year	"
	Bookkeeper	\$15,450.00	"	Bi-weekly
Assessor	Sole Assessor	\$29,500.00	"	"
	Clerk	\$15,450.00	"	"
Town Clerk/Collector	Town Clerk/Collector	\$23,700.00	"	"
	Deputy 1	\$ 6,285.00	"	Monthly
Board of Assessment Review	Chairman	\$ 350.00		Annually
	Members	\$ 250.00		Annually
Police	Chief/Acting-Sutton	\$13,638.00	per year	Monthly
	Patrolmen:	Scarey, M	\$ 14.05	per hour
Shauger		\$ 14.05	"	"
Miller		\$ 13.45	"	"
Peace Officers:	Tripp	\$ 11.30	"	"
	HB Scarey	\$ 11.30	"	"
	Dispatcher	\$ 1,350.00	per year	"
Dog Control Officer		\$ 4,026.00	per year	Monthly

Buildings	Inspector	\$13,242.00	per year	"
	CEO	\$15,000.00	"	"
	Clerk	\$ 4,790.00	"	"
Health Officer		\$ 1,200.00	"	Quarterly
Vital statistics	Registrar	\$ 450.00	"	Bi-weekly
	Deputy	\$ 276.00	"	Monthly
Highway Superintendent	Super	\$51,300.00	"	Bi-weekly
	Secretary	\$ 2,345.00	"	"
Youth Program	Director	\$ 2,300.00	"	Monthly
	Others	Minimum	\$ 7.50	per hour
		Maximum	\$ 9.00	"
Historian		\$ 300.00	per year	Quarterly
Highway Employees	Minimum	\$ 10.00	per hour	Bi-weekly
	Maximum	\$ 20.00	"	"
	Laborer	\$ 11.60	"	"
		Overtime=One and one half per hour		
Recycling		\$ 11.60	per hour	"
Building Custodian		\$ 95.00	per week	Monthly
				As
	Special Cleaning Requests	\$ 175.00		Required

That **David Cunningham** be appointed **Building Inspector** and **Laurence H. Cooke** be appointed **Code Enforcement Officer**, and **Lois Rockefeller**, **Clerk for the Building and Code Enforcement Department**.

That **Merton Tripp** be appointed **Dog Control Officer** for the year,

That **Roger Vaughn** is appointed **Chairman of the Board of Assessment Review**.

That **Chrissy Kohrs**, **Town Clerk/Collector** is appointed **Registrar of Vital Statistics**.

That **Amanda Kosich** is appointed as **Health Officer**.

That **Ruth Fishman** is appointed as **Youth Program Director**.

That the following **Police appointments** be made:

Sergeant	Thomas Sutton
Dispatcher	Linda Sutton
Patrolman	Shawn Marriott
Patrolman	Raymond Miller
Patrolman	Michael Scarey
Patrolman	John Shauger
Peace Officer	H B Scarey
Peace Officer	Merton Tripp

On the recommendation of Supervisor Hulbert, **Cindy Moore** is appointed **bookkeeper**.

On the recommendation of the Gordon Bennett, Sole Assessor, **Cindy Moore** is appointed **Assessor's Clerk**.

On the recommendation of Supervisor Hulbert, **William A. Carr, Jr.** is appointed **Deputy Supervisor**.

On the recommendation of Supervisor Hulbert, **Nick Nahas** is appointed **TownHistorian**.

On the recommendation of Superintendent Moore, **Alan Beechert** is appointed **Deputy Highway Superintendent**.

On the recommendation of the Justices, **Charlene Hull** is appointed **Court Clerk**.

On the recommendation of the Town Clerk, **Patricia Fetty** is appointed **Deputy Town Clerk and Deputy for Registrar of Vital Statistics**.

Council person Sutton **seconded** the motion.

The question of the adoption of the foregoing resolution was duly put to a vote of roll call, which resulted as follows: 5 yeas 0 nays

Mr. Hulbert	yes
Mrs. Sutton	yes
Mr. Cunningham	yes
Mr. Carr	yes
Ms. Wood	yes

The resolution was thereupon declared adopted.

The Justices and Court Clerk are permitted to attend training of their choosing in NYC or Annual Conferences in accordance with the Travel and Lodging Policy.

Patterson, Kosky and Rath will prepare the annual statement for the Town of Durham to be filed by February 28, 2010.

The Town Clerk/Collector and Court Clerk will present their books for review by the Town Board on January 19, 2010.

The board reviewed simple subdivision for Granato. The neighbor wishes to purchase a tract of land to keep a natural buffer between her and future buyers. It is stated in the survey that the land conveyed is not approved for building. **Mrs. Sutton motioned to approve the Granato Subdivision, seconded by Mr. Cunningham. All favor motion carried.** (Hulbert-yea, Sutton-yea, Cunningham-yea, Carr-yea, Wood-yea)

The Durham Task Force was granted permission to erect and maintain an ice skating rink under the pavilion at Brandow Memorial Park. The town police and highway department will monitor the activity whenever they are in the area.

Three quotes were received on an automated phone system ranging from \$3,500 to \$6,500. Discussion followed no action taken at this time.

The board approved and signed the final voucher for the siding work on the town hall, performed by Vaughn Construction.

Ms. Wood motioned to authorized Supervisor Hulbert to sign the contract between Mohawk Hudson Humane Society and the Town of Durham, charging \$300 per dog incarceration. Also that language be added to the contract stating the owner of the dog needs to pay the Town Clerk the incarceration fee(s) prior to the Humane Society releasing the dog back to the owner. Motion seconded by Mr. Cunningham, all in favor motion carried. (Hulbert-yea, Sutton-yea, Cunningham-yea, Carr-yea, Wood-yea)

Dog Control Officer Tripp requested the town examine the current fine schedule for dog violations perhaps they should be adjusted.

Mrs. Sutton motioned for the board to sign emergency services contracts for Durham Volunteer Ambulance Squad, East Durham Vol. Fire Co. and Oak Hill Durham Vol. Fire Co. seconded by Mr. Carr. All were in favor motion carried. (Hulbert-yea, Sutton-yea, Cunningham-yea, Carr-yea, Wood-yea)

Mr. Carr briefly stated he will begin to review the Site Plan Review and the Comprehensive Plan for the town and expects to have additional comments at the February meeting.

Joe Thornton, American Legion requested the minutes of December 1, 2009 be corrected to read that the van for veterans was secured through the AmVets organization. The van has been received and is expected to be in full operation by February 1, 2010. The purpose of the van is to transport veterans to medical appointments within Greene County and would only leave the county if the Albany van should break down.

Ms. Wood motioned to adjourn at 8:17 p.m. seconded by Mr. Carr.

Minutes approved:

Chris Kohrs, Town Clerk